

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100018-7

Classification

CONTROL NO.

25X1 PREPARE IN DUPLICATE		REPORTS INVENTORY		DDS/OF-015					
1. TITLE OF REPORT (if a fill-in report include Form No.) Financial Report		2. TYPE OF REPORT		<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE ADMIN. GENERAL OTHER (specify)					
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly		6. DISTRIBUTION (No. of components not number of copies) 2					
7. FORMAT (memorandum, form computer print-out, etc) Budgetary Reporting		8. ADP PROCESSING YES NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo from 8 August 1968					
10. PREPARING COMPONENT (include lowest level contributing information to report) S&AS, Accounts Div.		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Status of Funds Advanced by Other U.S. Government Agencies							
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-08	\$4.74		3		\$14.22		4		\$56.88
GS-04	2.81		1		2.81		4		11.24
									\$68.12
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR						\$ 68.12			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  Data required by other Agencies.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS			
<input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input type="checkbox"/> OTHER (explain)		MAN-HOURS DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100018-7						18. EXTENSION	

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